

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (x) EXISTING POSITION

PART I - Position Description

1. Agency Name Department of Children and Families	9. Position Number K0162111	10. Budget Program Number
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Social Worker Specialist	
3. Division KC Region	12. Proposed Class Title	
4. Section Program and Service Integration	13. Allocation	
5. Unit Adult Protective Services/Social Services	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Overland Park County WY	15. By Approved	
7. (Circle appropriate time) <u>Full Time</u> Perm Inter Part Time Temp %	16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8 AM/PM To: 5 AM/PM	17. Position Reviews Date: By:	

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position exists as part of a service delivery team whose purpose is to provide intake/assessment and care planning services to adults and their families. The goal is to provide timely and accurate assessments and interventions to adults which will ensure their safety, improve their functioning, and preserve their independence to extent possible. This position is located in the Kansas City office, and they will have primary responsibility in Wyandotte and other county coverage as needed in the region.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Title: Position Number:

Who evaluates the work of an incumbent in this position.

Name: Title: Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

- d) Which statement best describes the result of error in action or decision of this employee.
- () Minimal property damage, minor injury, minor disruption of the work flow.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - () Major program failure, major property loss, or serious injury of incapacitation.
 - (X) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M	
			<p>Tasks numbered below will be reviewed by the supervisor through team meetings, staffings, individual conferences, case</p> <p>Essential tasks numbered below will be accomplished through documentation of face to face contacts, and the production of written records of activities, all within established agency time-frames. Contacts will be with adults, their families, agencies, and other individuals as appropriate. Contacts will occur primarily in the consumer's home, in the office, and other agencies. Completion of these tasks will sometimes demand the ability for the employee to have a flexible schedule.</p> <p>In addition to the tasks below the incumbent is expected to demonstrate a commitment to customer service and integrated service delivery. The incumbent will participate fully in integrated service team activities and work effectively with all other divisions to provide a harmonious work environment that is conducive to improving agency outcomes, office operations and a productive working relationship with the community. This position may be required to provide coverage in other services centers within the region.</p>
1.45%	E		<p><u>Social Work Tasks:</u> Conducts, produces permanent record of and completes some or all of the following social work tasks on current agency forms within established timelines: abuse/neglect/exploitation, investigation and findings, adult case plans, intake information gathering and gathering and occasionally assigning response times on intakes.</p>
2.35%	E		<p><u>Service Coordination:</u> Coordinates with Home Health agencies, Area Agencies on Aging, Nursing Facilities, Independent Living Centers, Courts, Multi-disciplinary teams, mental health/developmental disabled, and other service providers in order to assess the consumer, and to access services and resources for the consumer. When appropriate, makes referrals to and works in conjunction with law enforcement, county attorney, and the court. In cases of guardian/conservator, will coordinate and work with in conjunction with SRS Attorney, Kansas Guardianship Program, family, and other individuals.</p>
3. 10%	E		<p><u>Team Participation/Training:</u> Actively participate in, contribute to, and supports the team effort in planning, delivering, and coordinating services. This is accomplished in part by attending unit/team meetings which will occur at least monthly.</p>
4. 5%	M		<p>Utilizes formal and informal training opportunities to enhance knowledge of and build skills in the following areas: social work practice, agency policy, and leadership and teamwork.</p>
5. 5%	E		<p>Some training opportunities will be mandated trainings.</p>

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

If the essential functions of this position are not performed, the following could result:

- 1) Failure to prevent serious harm, permanent injury or death to an adult. (Task #1 & 2)
- 2) Unnecessary assistance in removal of an adult from their home setting which could cause emotional trauma (Task #1 & 2)
- 3) Violation of state or federal laws and regulations which could cause loss of eligibility for program funding or even lawsuit. (Task #1,2, & 3)
- 4) Failure to follow agency policy could result in reprimand or termination of the employee in this position. (Task #1,2, & 3)

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

Not Applicable

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This worker will be in daily contact with: 1) Other agency employees for coordination of and completion of tasks 2) Adults and their families for the purpose of assessing and providing services. This worker will have frequent contact with: 1) Law enforcement, 2) Court officials, 3) Service Providers, 4) CDDO's and CMHC's, 5) Area Agencies on Aging, 6) Independent Living Centers, 7) Nursing Facilities, and 8) members of the general public. The purpose of these contacts will be to assess situations, occasionally provide information, and to coordinate community resources.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This employee will be in contact with adults and their families under stress in homes and neighborhoods in which known and unknown physical dangers and unlawful activities may be present. Some contacts may need to take place outside of normal working hours.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Extensive use of transportation in and around the service area to meet with consumers and other agencies of individuals. Extensive use of telephones and personal computers. Occasional use of still and video cameras, audio recorders, copiers, and other general office equipment.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Licensed to practice social work in the State of Kansas at time of hire.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Must have a valid driver's license.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

In order to complete social work tasks and service coordination, employee must be able to travel by auto, to communicate clearly in person, by phone, and in written form, and to have the ability to gain access to homes that do not have special modifications. In order to accomplish team participation, employee must have the ability to interact as a team member. In order to attain training, the employee must be able to travel long distances and to be away from their home for periods of time (occasionally several days at a time).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

To ensure the safety of employees and customers, Kansas City Region staff and vendors are expected to display their access badges when at the work site and to comply with approved safety policies and procedures posted on the regional web page.